

  
MAJOR AWARDS

28 OCTOBER 1975  


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15  
SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

25X1A SA NO. 22: dated 13 June 1975  
[REDACTED] GS-10  
Administrative Assistant  
Directorate of Science and  
Technology/OTS

A. Summary

25X1A The attached 13 June 1975 memorandum from Acting Director, Office of Technical Service and concurred in by the Office of the Deputy Director for Science and Technology, recommends [REDACTED] for the Agency's Special Achievement Award and an honorarium of \$1,000 based upon combined tangible savings and intangible benefits.

B. Additional Evaluation

In seeking more background to justify the level of award recommended, the Committee's staff asked Chief, Graphics Arts Reproduction Branch, OTS for added data in response to specific questions. The attached 16 July 1975 memorandum explains the factors that OTS believes justifies a one-time Special Achievement Award of \$1,000.

C. Executive Secretary's Comments and Conclusions

25X1C 1. The nominee provides support to the OTS activity [REDACTED]  
for the Agency. If needed, the Executive Secretary can explain additional background about the development of this project which has been of value to the Agency for many years.

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2. The quality of work and service by the nominee appears to be at the level of EXCEPTIONAL/EXTENDED on the Intangible Benefits Guide and the award recommendation by OTS of \$1,000 seems about right in this case. However, other factors appear appropriate for consideration by the Committee in determining the award justified, namely:

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D. Recommendation of Executive Secretary

1. Beyond line of duty.

2. \$1,000 award based on annual estimated cost avoidance of \$11,640 (\$600), plus EXCEPTIONAL/LIMITED intangible benefits (\$400).

E. Decision of the Committee

\_\_\_\_\_  
✓ Approved \$1,000 Award  
\_\_\_\_\_  
Disapproved 28 Oct 75 Date

Atts

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DD/S&T# 2183-75

13 JUN 1975

MEMORANDUM FOR: Chairman, Suggestion and Achievement Awards Committee

SUBJECT: Nomination for Special Achievement Award -

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1. The annual Office of Technical Service Performance Evaluation Panel for GS-10 employees recently concluded their deliberations with a recommendation that [REDACTED] be nominated for subject award with a suggested \$1,000 emolument. Mr. David Brandwein, Director, OTS, has concurred in their recommendation and requests that the Suggestion and Achievement Awards Committee give favorable consideration to this nomination.

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2. Attached is a brief description of [REDACTED] valuable contributions to OTS over an entire career. She is considered deserving of this special recognition for her sustained strong performance in an unusual occupation [REDACTED]

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[REDACTED]  
Acting Director  
Office of Technical Service

Attachment:  
As stated

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CONCURRENCE:

[REDACTED]

*16 June 75*  
Date

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